



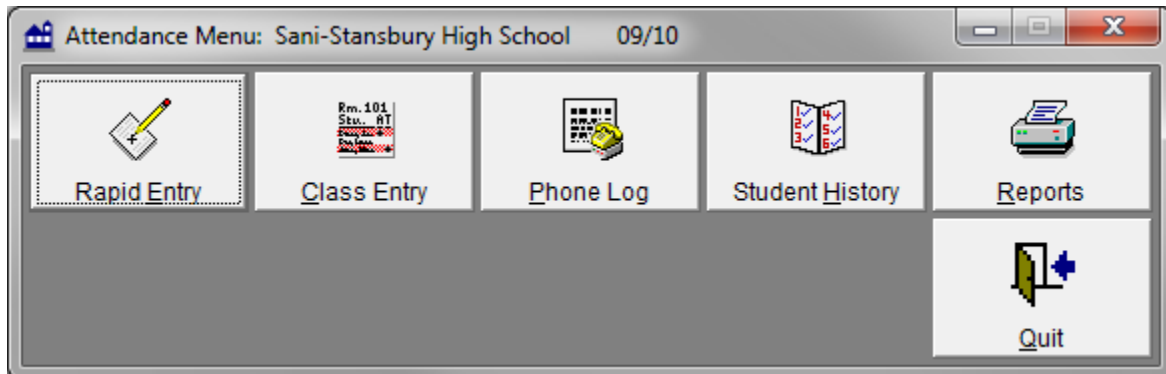
Attendance Module

February, 2011

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Attendance Module



Found under Main Menu > Attendance

The Attendance module allows attendance to be taken for the entire school.

Rapid Entry



Found under Main Menu > Attendance > Rapid Entry. This screen allows you to quickly enter a student's attendance information. The information entered here will overwrite what the teachers enter.

The screenshot shows a window titled "SIS 2000+ Attendance Rapid Entry - Sani-Stansbury High School [2009 / 2010]". It has a menu bar with "File", "Sort", and "Help", and a date field showing "Date: 11/18/2009". The form contains the following fields and buttons:

- Student Identifier:** Text box with "3978" and a camera icon.
- Last Name:** Text box with "Bachler" and a "Find" button.
- First Name:** Text box with "Watta" and a "Clear" button.
- ☐ Exact Match for Search
- Date:** Text box with "11/18/2009", a dropdown with "Wednesday", and a calendar icon.
- Start Period:** Dropdown with "All Day".
- End Period:** Dropdown with "All Day".
- Code:** Dropdown with "X" and a text box with "Absent".

At the bottom are buttons: "Group", "Class", "Save" (highlighted with a red box), "Reset", "Review", "Post", and "Quit".

Using the Rapid Entry Screen for One Student

- [illegible]

Editing and Deleting Pending Records

Records may be deleted by clicking on the row you want to delete and pressing **Delete**.

Sorting Records

Records may be sorted in either ascending or descending order by: Student, Date, Period, Teacher, Class, Room, Group Name, or Entry Order. To sort the records, select **Sort** from the top left of the screen and then select the item by which you would like to sort.

Posting Records

Click the **Post** button to post the records. A log is created of all pending attendance records, including duplicates and errors. You may print the log during the posting phase. If you choose to print the report, it will appear in preview mode prior to printing.

As attendance records are posted to the database, they are deleted from the review table.

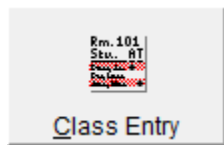
Using the Rapid Entry Screen for a Group

- Click on **Group** in the bottom left of the Attendance Rapid Entry screen.
- A list of existing groups will display.
- Choose the group and click **Select**.
- Choose the **Date** and **Periods**.
- Choose the **Code** which explains why the group is absent.
- Press **Save**.
- You can press **Review** to review what was done, or press **Post** to post the attendance information.

Using the Rapid Entry Screen for a Class

- Click on **Class** in the bottom left of the Attendance Rapid Entry screen.
- A list of all classes will display.
- Click on the class and enter the absence **Code**.
- Press **Save**. You will see the names of the students flash on the screen one by one as the system gives them the attendance code.
- When the system is done, press **Done**.
- You can press **Review** to review what was done, or press **Post** to post the attendance information.

Class Entry



SIS 2000+ Attendance Class Entry - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 10/15/2009

A (A 720 09/10)

Blashill, Mary Dee

10/15/2009 Thursday

Course Sec Attend
Per Description # Taken

1	Anc/Middle Ages Wld 4	Y
3	Honors Midewil Wld C2	Y
3	Anc/Middle Ages Wld 1	Y
4	Anc/Middle Ages Wld 5	Y

Attendance Taken

☐ Absent

☒ Present

☐ Tardy

☐ Tardy less than 5 m

☐ Tardy more than 20

☐ Unprepared

☐ Cleared Seat Time

☐ Cleared Sluff

☐ Cleared Tardy

☐ Doctor's Note

☐ Excused Juvenile C

☐ Excused Tardy

☐ Funeral

☐ Incarcerated

☐ Notified by Certific

☐ Pre-Excused

☐ Testing

Student Name	Code
Alan, Rony Eugene [31501]	.
Baetz, Zeniff M [7652]	.
Birchette, Lydon Michael [1265]	T
Bumpers, Challise Elena [627]	.
Crosthwait, Secret D [9898]	X
Devore, Shela W [9326]	.
Drage, Cleah Patrick [29003]	.
Garnica, Cambrie R [30098]	T
Giessing, Yen-Jun [6324]	.
Glover, Tayelar Marie [9915]	D
Kook, Andria [7004]	.
Lauber, Kirbi Tyler [6250]	A
Oppenheim, Cie Jae M [6266]	.
Phillips, Trevor S [4180]	.
Place, Jennika Leilani [18514]	.
Pogman, Janeine [31740]	.
Preschool, Chancey [4096]	.
Rollow, Kersten L [9884]	T

Undo Save Done

Print Food Orders Show All Codes

Class Tally 27

Found under Main Menu > Attendance > Class Entry.

Attendance may be entered here for an entire class. The other option is to go on the web and impersonate a teacher and enter it there.

Taking Attendance for a Class

- On the drop-down in the top left corner, select a teacher for whom you would like to take attendance.
- Highlight the class for which you would like to take attendance and press **Edit**. Select an option like "Absent" then click on each student that is absent.
- Do the same for all other appropriate attendance options.
- Press **Save** when finished.

Phone Log



SIS 2000+ Attendance Phone Log - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 09/24/2010

Enter a Date Range, optionally select a Student, then press Query to see the list Attendance Phone Log

Date Range: 09/24/2010 To 09/24/2010 **Reset** **Query**

Student: ** All Students ** **Find Student**

Delete Edit Add Save Quit

Found under Main Menu > Attendance > Phone Log. This screen allows you to log all the attendance related phone calls you've received.

Querying Existing Data

Enter a **Date Range** and press **Query** to see the phone log for that date range. You can also select a student to query.

Adding a New Entry to the Phone Log

To log a new phone call press **Add** to display the screen shown below.

SIS 2000+ Attendance Phone Log - Sani-Stansbury High School [2009 / 2010]

File Reports Date: 09/24/2010

Add Phone Log

Student Name: Abalos, Joohee Rose [30076]

Find Sex: Female Grade: Eleventh Date of Birth: 12/16/1992

Talked To: Suzanne Baber Contacts

Relation: Father or Mother Single Day: ☒

Date Range: 09/24/2010 Friday To 09/24/2010 Friday

Attendance Code: Funeral

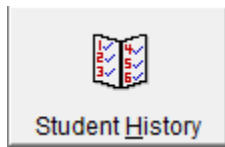
Remarks: She is out for her grandmother's funeral

Call Time: 09/24/2010 01:34:59 PM Last Changed By: PinTa At 09/24/2010 01:34:59 PM

Delete Undo Add Save Quit

- Press **Find** to search for a specific student.
- In the **Talked To** field, enter the name of the person with whom you spoke.
 - For ease of entry, press the **Contacts** button to see a list of contacts already entered for the student. If the person you spoke to is on that list, select that contact.
- If you manually type in the name of the caller, use the drop-down next to **Relation** to select the relationship of the caller to the student.
- Enter the **Date Range** for which the student will be absent.
 - If you select **Single Day**, only the beginning date field will be available for data entry.
- Select an **Attendance Code** from the drop-down list.
- Enter any **Remarks**.
- The **Call Time** will automatically be entered, based on when you added the log. However, you can edit the date and time if necessary.
- Press **Save**.

Student History



SIS 2000+ Student Attendance History - Sani-Stansbury High School [2009 / 2010]

File Codes Options Help Date: 10/25/2009

Student Name: Abalos, Joohee Rose [30076] M/F: F Birthdate: 12/16/1992 Age: 17 Grade: 11 Group: Currently active students

Track/School/Year: A 720 2009/10 Advisor: Woriton, Quannah Entry: 08/24/2009 Exit:

Term 1 [08/24/2009-10/28/2009] Date: 08/24/2009 Course/Section: Construction Technology Room: GHS

Term Totals based on Apportion Flag

Excused	Unexcused	Tardy	Attendance	Teacher	Cycle Day	Per
0	14	3	Present	Brockmeier, Zina	Blue	1

Per	08/24	08/25	08/26	08/27	08/28	08/31	09/01	09/02	09/03	09/04	09/08	09/09	09/10	09/11	09/14	09/15	09/16	09/17
1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	-	-	-	X	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-	T	-	-	-	-	E	-	-	-
5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Print Find List Edit Save Quit

Found under Main Menu > Attendance > Student History.

This screen allows you to look up a student and see his/her attendance history.

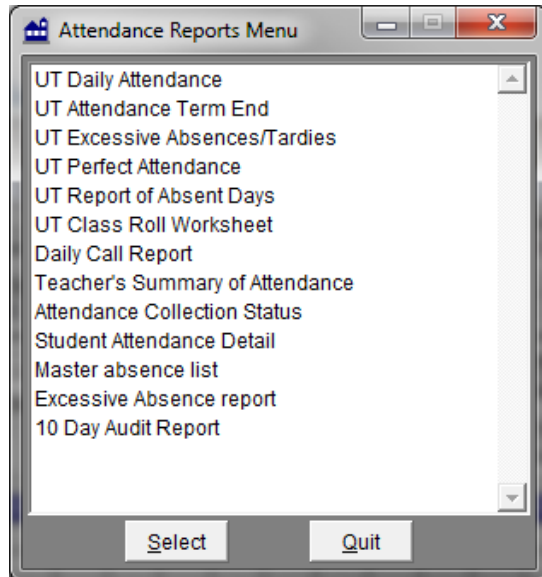
Viewing Student Attendance History

- Press **Find** or **List** to look up a student.
 - Use the buttons in the top right of the screen to allow searches in Inactive, Future, and Current students.
- Select the **Term** for which you would like to see the attendance history.
- For easier viewing, this screen can be maximized by pressing the Maximize button in the top right of the screen.



- Press **Edit** to make any changes to an individual cell.
- If any changes were made, press **Save**.

Reports



These reports are found under Main Menu > Attendance > Reports.